



المدرسة الهندية الجديدة
NEW INDIAN SCHOOL

NIS INTERNET ACCEPTABLE USE POLICY 2026-2027

Signed

Principal

:

Date : 02/03/2026

Reviewed By

: **Governing Body | SLT**

Date : 02/03/2026

Next Review Due By

Date : 02/04/2026

Acceptable Internet Use Policy

AIM

The aim of the Acceptable Internet usage policy is to ensure that all students and Staff are aware of the risks and hazards of internet usage and use it sensibly and safely for the purpose of information sharing and improved learning. All students and Staff should be free of any fear of cyber bullying by anyone known or unknown, should be able to recognise cyber bullying and be fully equipped to be able to deal with it effectively as well as are fully competent in surfing internet safely. All users competently use the web 2.0 tools to develop critical thinking and problem solving skills enabling them to become effective global citizens.

Legal underpinning of the Policy

School is dedicated to complying with the UAE Federal law no.2/2006 dated 3/1/2006, The Prevention of Information Technology Crimes" which provides clear guidelines regarding what is permissible and what is punishable in the usage of cyber space. School also assumes the responsibility of raising awareness against cybercrimes especially against children and training students, parents and Staff to be smart digital citizens.

Scope of the policy

This policy includes:

- Acceptable usage of internet by all Students and Staff within the School premises
- Anti-cyber bullying
- Improving awareness of intelligent usage of social media websites
- Smart usage of educational and information sharing websites
- Etiquettes of electronic communication

This policy has links to the following School policies:

- Behaviour policy
- Child Protection policy

Consultation

This policy has been developed in consultation with parents, Staff and students, gathering their views through questionnaires, interviews, meetings and coffee mornings. The strong measures promoted by the UAE government also provided impetus in this regard. The growing number of incidents around the world and the increased usage of ICT in Schools made it imperative to promote internet safety.

Definitions

The School adopted the definitions of all terms related to information technology from the UAE Federal Law 2; The Prevention of Information Technology crimes.

“Electronic Information	Means any information stored, processed, generated and transmitted by an information technology device in the form of text, images, sounds, numbers, letters, codes, signs or otherwise
Information Program	A set of information, instructions and orders executable by an information technology device and designed to accomplish a specific Task
Electronic Information System	A group of software and devices for processing and managing electronic data, information, messages or otherwise
The Information Network / the Internet	A data communications system that interconnects information technology devices
Electronic Document	A record or document that is created, stored, generated, copied, sent, communicated or received by electronic means, on a tangible medium or any other Electronic medium and is retrievable in perceivable form
Website	Data access point on the Internet
Information technology device	An electronic, magnetic, optical, electrochemical or other device used to process information and perform logical and arithmetic operations or storage functions, including any connected or directly related facility which enables the device to store information or communication”

“Cyber bullying happens when a person is repeatedly harassed, mistreated, or made fun of via e-mails, web sites, text messaging, cell phones, video, blogs or any other form of communication that occurs electronically.

This repeated and hostile behaviour that is designed to harm others through the use of internet and computer communications can come from an individual or even a group.

Cyber bullying may include the following activities:

- Posting of slanderous messages on social networking sites,
- Spreading of rumours online,
- Excluding a person from an online group, sending of unsolicited messages via text, instant messaging or email.

As this kind of bullying can take place anywhere, victims can no longer feel safe within their homes. This in turn causes great distress and negative impact on the victim's self-esteem and confidence."

Principles of Acceptable and Safe Internet Use

- The School places ownership on all internet data that is produced, received or transmitted. This data can be revealed for appropriate requirement such as legal matters or investigative matters
- All electronic paraphernalia both hardware and software, expertise and services involved in the usage of internet belong to the School and the School has the right to access and monitor all data and internet interchange
- All emails sent through the School email system might be monitored to discourage use of offensive mails
- All sites and downloads may be monitored or blocked by school if the School considers them unsuitable or they are thought to be damaging to the School, Staff and students
- Unauthorised installation of software is not permissible at all
- Usage of storage media which is not scanned prior to usage is strictly prohibited in order to limit spread of Viruses and other malicious software

Acceptable uses of the School's internet systems for students are:

- Using the web browsers for educational purposes of research and information gathering from various websites and databases
- Using the internet for sharing documents and assignments promoting collaborative work
- Keeping the allocated personal username and password confidential, not sharing with anyone
- Not trying to access and change any other person's username, password, files or data
- Sharing emails only with people known to oneself and approved by parents or teachers
- Using internet to do online tests or tasks approved or advised by the teachers
- Studying syllabus content online and performing tasks pertaining to it with teachers' authorisation
- Doing projects or presentations for the lessons

- Preparing circulars, invitations, information pamphlets for community service or other school activities with the teachers' approval
- Accessing examination sites for practice papers and answer schemes
- Responsibly accessing Social websites for educational purposes only under teachers' guidance
- Always using appropriate language in all digital communications through emails, social websites, blogs or messages
- Taking good care of all digital devices in use

Acceptable uses of the School's internet systems for Staff are:

- Being committed to a responsible and effective use of the internet
- Using Internet only for School related purposes and not for personal matters
- Participating in all activities that help enhance and improve the professional aspect of any employee would be acceptable including online research and training
- Ensuring there is no unauthorised use of internet by anyone in the School
- Using all available online teaching resources in the teaching and learning activities involving research and collaboration with other professionals in the educational field
- Enhancing the ICT skills and competencies of students to improve their learning
- Promoting the use of the Internet to support career counselling and investigating options for higher education most suited for individual students' interest
- Supporting students' personal and social development through focussed lessons with cross curricular links, cross country collaborative projects, e-learning and real life experiences
- Sharing good teaching practises involving advanced ICT skills through INSETS across School

Prohibited Uses of the School's Internet System for all users

- Using emails to threaten or harass other people
- Sending or posting disturbing images on the internet
- Using internet to commit any kind of piracy like music, film or software
- Sharing passwords or using and distributing passwords of others
- Violating the copyright law with respect to downloading or copying electronic files for personal usage
- Sharing School's confidential matters or information without authorisation
- Compromising the security of the electronic system of the School by introducing malicious software
- Using the internet to promote personal business
- Visiting unauthorised websites
- Distributing any information which is incorrect, offensive or slanderous
- Using threatening and inappropriate language in communications
- Damaging the hardware or software
- Deliberately causing harm to someone's work or program
- Involving in cyber bullying
- Indulging in plagiarism

- Accessing pornographic sites or sites that promote hatred, discrimination, racism
- Disclosing personal information about oneself without authorisation
- Visiting social websites without authorisation
- Using someone else's information, images of work without permission

Roles and responsibilities for Student Internet Safety

1. School Leadership Team will:

- Provide curriculum about appropriate etiquette for online behaviour, including awareness about interactions and communication with others on social networking websites and in chat rooms
- Organise focused workshops on raising awareness of cyber bullying and appropriate responses in dealing with it
- Ensure safety and security of students when using internet and electronic communications
- Provide students, staff and parents with guidelines and instructions for student safety while using the Internet

2. Students will:

- Ensure they do not divulge any information about themselves or other persons on social media or through any other form of electronic communications over the Internet
- Not disclose their home address or telephone numbers
- Never upload any images of themselves or others without permission of parents or Staff
- Not Plan or arrange appointments with anyone they have met on the Internet
- Take proper measures if they receive any message that is inappropriate or makes them feel uncomfortable. They should immediately inform an adult they trust
- Ensure they are not exposed to information or images that might harm them or cause them discomfort
- Speak out against cyber bullying and immediately get in touch with the relevant Staff or parents
- Avoid trying to access websites that have adult content and are restricted
- Not damage computers, computer systems, software, or computer networks
- Respect themselves and all other users through good network etiquette
- Say no to plagiarism and give due credit to anyone whose work they are using for educational purposes
- Help in raising awareness across School of acceptable and smart use of internet

3. Staff will:

- Educate students about appropriate and safe internet usage, including interaction
- And communication with other people on social networking websites and in chat rooms
- Encourage awareness about cyber bullying and give clear guidelines as to the steps that are to be taken and people that can be approached
- Monitor and ensure that there is no misuse of internet

- Raise awareness about the advantages and disadvantages of using Social media like Face book, Twitter, YouTube, Google+, and Flickr.
- Use the online web-based interactive communication technologies to enhance students' education and learning and to facilitate collaborative study habits in students
- Improve peer collaboration and sharing of internet resources through sustained usage of online web-based interactive communication
- Empower students with 21st century learning tools to enable them to become independent learners
- Share outstanding teaching practises through electronic communication
- Develop cross country collaboration in students encouraging knowledge and skill based projects
- Incorporate ICT in all areas of the curriculum to encourage the holistic approach of the students
- Develop the presentation skills using ICT for project work and competitions

4. Parents will:

- Monitor and enforce their own family values to their children making them aware of the importance of using internet safely
- Involve their children in regular discussions regarding the different challenges that are presented through the internet
- Ensure that the children are aware of the acceptable internet discipline and the consequences if the rules are broken
- Maintain clarity and consistency on what is permissible and what activities are unacceptable
- Assume complete responsibility for monitoring their children's use of internet at home and outside School
- Have complete awareness of cyber bullying and ensure that the children are not being subjected to it in any form through monitoring and discussions
- Inform and work with the School if any misuse is reported or found
- Seek help and support from the School in case of any incident that involves cyber bullying
- Be well informed about the work or projects given to the children to rule out any misuse. In case of any concerns check with the school immediately.
- Know the homework policy of the school well

Violations of this Policy

- The School reserves the right to terminate any user's access to School's Internet Systems - including access to School e-mail - at any time.
- If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline policy of the School and UAE by law for Student Code of Conduct.
- If a student's access to the Department's Internet System is revoked, the student may not be penalized academically, and the Department will ensure that the student continues to have a meaningful opportunity to participate in the educational program.

- Staff violations of this policy will be handled by suitable disciplinary measures.
- All users must promptly disclose to their teacher, parent, or line manager about any information they receive that is improper or makes them feel uneasy.

Promotion of the Policy

The policy will be promoted through circulars, coffee mornings for parents, and workshops for parents and students throughout the School. The message will be reinforced periodically by all teachers. Parents will be reminded through posters and informative circulars. Competitions revolving around raising awareness on this and related topics would definitely benefit. In Staff the policy would be promoted through workshops and focus group discussions.

Monitoring and Evaluation

All Phases of the School will have a leader in charge leading the implementation of this policy. All teachers and Support staff would play the role in monitoring the usage in every class and within School. The ICT department and web support would be supporting in evaluation the information collected on a termly basis. A report from each phase would be generated and collectively evaluated by the School leadership team.

Any areas of concerns would be identified from the number of reported cases, the investigation procedures, actions taken and subsequent next steps as well as the information collected from the students involved. These will be evaluated to provide guidelines for a plan of action to improve the policy and its deployment. This policy would be reviewed on an annual basis after evaluating its effectiveness



المدرسة الهندية الجديدة
NEW INDIAN SCHOOL

Acceptable Use Agreement – Staff - 2026-2027

Introduction

This Acceptable Use Agreement outlines the expectations for the appropriate use of NEW INDIAN SCHOOL's technology resources, including computers, tablets, internet access, and other electronic devices. This agreement applies to all students, staff, and parents/guardians.

Purpose

The purpose of this agreement is to ensure that technology resources are used in a responsible, ethical, and legal manner, and to promote a safe and secure online environment for all users.

1. General Principles

- 1.1. Technology resources are provided to support educational objectives and enhance learning.
- 1.2. Users must respect the rights and privacy of others.
- 1.3. Users are responsible for their actions and communications when using school technology.

2. Acceptable Use

- 2.1. Users must use technology resources for educational purposes only.
- 2.2. Users must comply with all school policies, rules, and regulations.
- 2.3. Users must respect the security, integrity, and functionality of technology resources.

3. Unacceptable Use

Unacceptable use includes, but is not limited to:

- 3.1. Accessing, creating, or distributing inappropriate or illegal content.
- 3.2. Engaging in cyberbullying, harassment, or any form of discriminatory behavior.
- 3.3. Using technology resources for personal financial gain or commercial purposes.
- 3.4. Attempting to bypass school security systems or network filters.
- 3.5. Sharing passwords or using someone else's account without permission.

4. Internet Safety

- 4.1. Users must be aware of and adhere to internet safety guidelines.
- 4.2. Personal information such as home addresses, phone numbers, and personal photos should not be shared online.
- 4.3. Users should report any inappropriate or concerning online behavior to a teacher or administrator immediately.

5. Privacy and Monitoring

- 5.1. The school reserves the right to monitor and access all technology resources to ensure compliance with this agreement.
- 5.2. Users should have no expectation of privacy when using school technology resources.

6. Student image uploading

- 6.1. Student images should only be uploaded for legitimate educational purposes, such as classroom activities, school projects, and educational platforms.
- 6.2. Images should be uploaded to secure, school-approved platforms only.
- 6.3. Teachers must ensure that images are appropriate and do not portray students in a negative or compromising manner

7. Consequences of Violation

7.1. Violations of this agreement may result in disciplinary action, including loss of technology privileges, suspension, or expulsion for students, and appropriate disciplinary measures for staff.

7.2. Illegal activities will be reported to the appropriate authorities.

8. Agreement

By signing this agreement, you acknowledge that you have read, understood, and agree to comply with the terms outlined above.

I have read and understand the NEW INDIAN SCHOOL Acceptable Use Agreement. I agree to follow the rules and guidelines outlined in this agreement.

Staff Name: _____

Department: _____

Signature: _____

Date: _____

Approval by School Administration



ACCEPTABLE USE POLICY(AUP) FOR STUDENTS

Purpose

The purpose of this Acceptable Use Policy (AUP) is to ensure that students at New Indian School use the internet and school technology resources responsibly and safely. This policy outlines acceptable behaviour and the consequences of misuse.

Scope

This policy applies to all students using school computers, internet access, online classes, and other technology resources, including the school's official online learning platform (MS Teams).

General Guidelines

1. **Educational Use Only:** Technology resources are to be used exclusively for educational purposes and school-related activities.
2. **Respect and Courtesy:** Treat all users with respect. Harassment, cyberbullying, and any form of disrespectful behaviour will not be tolerated.
3. **Personal Information:** Sharing personal information such as your address, phone number, or passwords is strictly prohibited.
4. **Security:** Any attempt to bypass security measures or access unauthorized areas of the network will result in immediate disciplinary action.
5. **Online Classes Conduct:** Students must attend and participate in online classes through the school's official platform (MS Teams) in a responsible and respectful manner. Misuse of the platform, including disruption of classes, inappropriate communication, or unauthorized recording, is strictly prohibited.

Acceptable Use

- **Research and Learning:** Use the internet solely for research, homework, and learning new information.
- **Communication:** Use email, MS Team and other communication tools strictly for educational collaboration with classmates and teachers.
- **Creativity:** Use school technology to create projects, presentations, and other educational materials within the provided guidelines.

Unacceptable Use

- **Cyberbullying:** Engaging in cyberbullying, sending or posting harmful, false, or mean-spirited messages or content is strictly forbidden.
- **Inappropriate Content:** Accessing, sharing, or downloading content that is inappropriate, offensive, or illegal is prohibited and will result in severe consequences.
- **Privacy Violations:** Taking photos, videos, or recordings of others without their explicit consent is strictly prohibited.
- **Social Media Restrictions:** Uploading or sharing any images, videos, or information related to the school, students, or staff on social media platforms such as WhatsApp, Instagram, Facebook, or any other platform is strictly prohibited.
- **Plagiarism:** Copying and using someone else's work without proper attribution will not be tolerated and will result in disciplinary action.

Digital Citizenship

- **Respect for Others:** Communicate respectfully and kindly online. Any form of disrespect will result in disciplinary measures.
- **Responsibility:** Take full responsibility for your actions online. Mistakes will be met with appropriate consequences.
- **Critical Thinking:** Think critically about the information you find online. Always verify the accuracy and truthfulness of online content.

Consequences of Misuse

Violations of this AUP will result in immediate disciplinary actions, including but not limited to:

- Immediate withdrawal of technology privileges
- Detention, suspension, or expulsion from school
- Refusal of enrolment for the following academic year
- Notification of parents/guardians
- Involvement of law enforcement, where necessary
- Any misuse of online platforms, unauthorised sharing on social media, or breach of privacy will be treated as a serious offence and dealt with accordingly under the school's disciplinary procedures.
- Any device used in connection with a violation may be temporarily confiscated by the school for investigation purposes. Where required, such devices may be handed over to law enforcement authorities. The device will be returned only after the matter has been fully resolved and in accordance with school policies and legal requirements.

Reporting Issues

If you encounter any issues such as cyberbullying, inappropriate content, or security concerns, report them immediately to class teacher/E-Safety Officer/ Councillor/ Child Protection Officer. Failure to report can also result in disciplinary actions.

Parent/Guardian Agreement

I have read and discussed the Acceptable Use Policy with my child. I understand the importance of these guidelines and agree to support New Indian School enforcing them.

Parent/Guardian Name : _____

Signature : _____

Date : _____

Student Agreement

By using New Indian School's technology resources, you agree to adhere strictly to this Acceptable Use Policy. Failure to follow these guidelines will result in severe consequences as outlined above.

Student Name : _____

Signature : _____

Date : _____



Student Images and Online Publication Form 2026-2027

Student Information:

Student's Full Name : _____

Class/Grade : _____

Parent/Legal Guardian Name : _____

Contact Information : _____

Consent for Publication

I, -----, acknowledge that in the interest of eSafety and security, New Indian School, Ras Al Khaimah requires parent permission for the publishing of student names or photographs on the school's website, social media platforms, and in school publications, including:

- Educational activities and materials may be delivered both on the school premises and online via MS Teams and WhatsApp.
- Promotional materials related to the school, such as brochures, websites, and social media.
- Newsletters, yearbooks, and other school-related publications.
- Students participating in authorized programs to be conducted outside the school premises—such as RAKDOK or other host connected to New Indian School —may capture and share images or videos only with prior approval from the school. All content will be used responsibly and will not compromise the privacy, safety, or dignity of any student, staff member, or the institution.

Please indicate your choice by circling the appropriate option

- I hereby give consent to the publishing of my ward's name and/or photographs as described above.

OR

- I do not give consent to the publishing of my ward's name and/or photographs as described above.

Withdrawal of Consent:

I understand that I have the right to withdraw this consent at any time by providing written notice to the school. I understand that any images or information already published prior to withdrawal may continue to be used until reasonable measures can be taken to remove them from circulation.

Parent Signature :

Date :